

Leadership Board Meeting  
Working Agenda/Minutes  
April 22, 2024 | 9am-12 pm

**Foothill College Main Campus**

12345 El Monte Rd, Los Altos Hills, CA 94022

Room: Campus Center, Altos Room, #2019

Free parking

Lot 5 or 6, it's a pretty flat walk over. If you park in Lot 2, there are a lot of stairs to climb

*Meeting Norms: Start/End on time; Come prepared, Read materials ahead of time; Create a safe space to offer differing opinions, Remaining open to discussions*

*In attendance: Co-Chairs: Valerie Fong & Julie Vo; Jenée Crayne (leading), Randy Bryant,, Jonathan Fu, Teresa Ong, Thomas Ray, Lori Riehl, Jim Sherman, Natalie Skelton (minutes), Lynn Tanner*

LB Meeting Agenda (9:00am – 12:00pm):

**General Information (9:00 – 9:10am)**

- Approve March Minutes
- Upcoming Trainings
- Due Dates

**Items for Discussion/Work: (9:10 - 11:30am)**

- Discuss Upcoming LB Meetings, Annual Plan, and ideas for the flow of the next AY/ Three Yr Plan (9:10 – 11:00am)
- who should attend the advisory board meeting (including any internal folks who should attend); work on bylaws and review mission/vision
  - i. Include CHC Worker connection to the advisory board
  - ii. Any WIOA I partners?
- Data / PC (11:00 – 11:30am)

**Agency & Consortium / Annual Updates: (11:30am – 12:00pm)**

- Agency Updates (11:30–11:45am)
- Consortium / Annual Plan Updates (11:45am – 12pm)

## Goals/Outcomes

2. Have May, & June LB Meetings sketched out (including Annual Plan). Start planning the flow of the Three Yr Plan– start looking towards the flow of the next AY year.
  - a. [see notes below]
3. Decide/approve next steps for PC & College Data Collection

## General Information (9:00-9:10 am)

Approve March Minutes - approved ✓

### Due Dates

- **4/30:** Student Data due in TOPSPro (Q3) (Adult Schools)
  - **4/30:** Employment and Earnings Follow-up Survey (Adult Schools)
  - **May 2:** CFAD for 2024-25 due in NOVA
  - **Jun 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q3)
  - **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) \*
- Sample calendar has CAEP deadlines but needs more specific content such as when students will enter key classes, etc.)

### Upcoming Trainings

**May 1 (10am)** Designing and Implementing Evidence-Based Accelerated Learning: Training Models that Align to Local Population and Workforce Needs Part III

**May 2, (1pm)** Payment Points Reports in TE

**May, 6 (1pm)** Payment Points Data Flags

**May 14 (4pm)** Integrated and Contextualized Workforce Skills in the Classroom, Session I: Transferable Skills for the Workplace (Part 1, Online)

**May 16 (4pm)** integrated and Contextualized Workforce Skills in the Classroom, Session I: Transferable Skills for the Workplace (Part 2, Online)

**May 21 (4pm)** Integrated and Contextualized Workforce Skills in the ABE/ASE Classroom, Session II. Contextualized Instructional Strategies (Part 1, Online)

**May 30 (4pm)** Integrated and Contextualized Workforce Skills in the ESL Classroom, Session II. Contextualized Instructional Strategies (Part 2, Online)

**May 28 (4pm)** Integrated and Contextualized Workforce Skills in the ABE/ASE Classroom, Session II. Contextualized Instructional Strategies (Part 2, Online)

**May 23 (4pm)** Integrated and Contextualized Workforce Skills in the ESL Classroom, Session II. Contextualized Instructional Strategies (Part 1, Online)

### **Items for Discussion/Work (9:10am -11:30am)**

#### **#1. Discuss Upcoming LB Meetings, Annual Plan, & flow for next AY/Three Yr Plan**

(9:10am-10:30pm)

##### **NOTES:**

- a. May mtg: Transition Presentations & who should attend the advisory board meeting (including any internal folks who should attend); work on bylaws and review mission/vision
  - i. Include CHC Worker connection to the advisory board
  - ii. Any WIOA I partners?
  - iii.
- b. June mtg: Annual Plan (due August) & ELL Healthcare
- c. July mtg: By-Laws & Mission/Vision; send invitation to advisory board meeting?
- d. August mtg (Adult Schools only? Planning for advisory board meeting & fiscal report out presentation) - think about giving out certificates
- e. September: planning for advisory board meeting; review data for the 3-yr plan (due June 2025) & align to goals; update CAEP fact sheets, etc. Spreadsheet will be done and ready for tracking (aligned to 3-yr plan goals).
- f. October: Advisory Board meeting in October 2024 [evening? Lunch? Separate from LB mtg or part of?? Take aways?]
  - i. Present our plan / goals / vision / data on work accomplished etc.
    - 1. Each project team submits a slide based on their work (# of dual enrollment students, transitions to work, etc.)
  - ii. Input & feedback → how can they engage in the annual plan? How would you like us to move forward for the next 3-year plan cycle to make our work benefit

you/your business/your community more?

- g. November: discuss feedback from Advisory Board meeting & integrate it into Annual Plan and/or 3-yr plan; send out survey to staff re: feedback on how we're progress
- h. December: plan for all internal stakeholders mtg; input into CAEP progress survey
- i. Late January: Stakeholders (internal) [stakeholders = 2 hrs; LB = 1 hr]
  - i. Progress on annual plan / 3-year plan
  - ii. Vision of how they can participate
  - iii. Feedback/present on work to date
- j. February: review feedback/input from stakeholders meeting;
- k. March: CFAD (prep for April approval); begin 3-year plan draft
- l. April: continue work on draft of 3-year plan [due in June 2025]
- m. May: continue work on 3-year plan

#### 4. ELL Healthcare / Project Team

- a. Need to meet in May to share pathways for 24-25 school year & target students & on-ramps accordingly

- Revive monthly newsletters for consortium members and stakeholders?

Resources:

NSCCC LB Planning Doc

(Yearly Calendar Workflow Example from SORC Consortium)

---

## #2. Precision Campus updates: (10:30-11:30-am)

- Contractor vs. xx% district position
  - Whatever we build needs to be an NSCCC product → if a program is designed to match our students, then it needs to work if the person moves on. Paige has time to do contract work. DeAnza has plan to track students with IDs.
- **CONSIDER THIS moving forward** → have 2x per year to sign up ALL students in xxx programs for CCC Apply & get a CWID (College-Wide Identification Number).
  - Create the cohort every year then we can track them moving forward (example: one section of Couns5 has all adult school students)
- Jenee will follow up with David re: how much Paige will cost for the bi-annual fuzzy match (avoiding duplicates with name/birthdate/gender) & a list of basic tasks to be completed
- Early Intervention Strategy (Transition Team will define)

Resources:

PC / Research Analyst Creative Solutions updated:

## Agency Updates: (11:30-11:45pm)

### De Anza

- Reimbursement for ELL-Health care pathway Update- check requests have been submitted to accounts payable
- Working with Phlebotomy to see if noncredit courses will count towards taking the test
- Looking into med tech as noncredit
  - Yes, if courses are mirrored
  - Will have mentors in classes
- Med lab Tech / Assistant going non-credit- (fall 25')
- Should be able to turn courses to non-credit in 6 months
- Katrina new position- looking for new assistant
- Healthcare pathway: Home health- up to nursing (invite those healthcare providers to the advisory meeting) WK2 Future is heading it. Attended Santa Clara County Health Valley Med event with all big healthcare corporations in attendance.
- Randy count down 433
- Christian & Felesa are now only adult ed counselors
- 100 FTS for non-credit esl

### Foothill

- Perkins funds for ESL curriculum for CTE pathways (will review textbooks, attend classes)- New Info?
- Removed prereqs for ESL up to level 4, so students can move around levels more freely- not sequentially- just a reminder
- 2024-25 schedule set by May
  - NCEL403 A
  - : 7/1 - 7/26, TWTh, 5pm - 8:05pm, online zoom
    - NCEL403B: 8/5 - 8/30, TWTh, 5pm - 8:05pm, online zoom
- New ESL Classes- any updates?
  - ESL for Food Service workers - (Fall 24) NCEL 470 & 471
    - ESL for Job Searching (Spring 24) NCEL480
    - ESL for Customer Services (Summer 2025); writing it now
    - General ESL for Healthcare (Summer 2025) writing it now
    - *MVLA Feedback- interested in ESL for professional skills (office)*

### FUHSD

- New classrooms are open today; parking will finish up in July/August
- May 1 → Community Resources Fair (immigration, etc.) 6-7pm
- Reminder: May 11 → 10-1:30pm: Centennial Celebration at the Adult School, FHS, FUHSD
- IET UPDATES: meeting with DeAnza's CIS 99 to discuss options for office business students to create a fall onramp into the class- and updates?
  - Summer 2024 cohort started at FUHSD

- FUHSD tracks this and we can upload cohort in PC when its up and running

## MVLA

- ELL GRANT: Updates
  - Spring Cohort
    - 18 enrolled in spring
      - 3 dropped within first week due to various personal reasons
      - \$2000 and \$3000 college scholarships available for students who would like to transition to CC
      - Graduation Jun 5, 2024
    - Identified need for a slightly lower level VESL class with Medical English at night- PAAS fill this need?
  - Currently interviewing for CTE Embedded Tutors, \$44-49/hr
- Summer Session starts 6/10 - will offer CNA day for transitioning IET students, ECT updates
- Attended Adult Education Leg Day on 4/10
  - Slides Summary

## Palo Alto

- ELL GRANT UPDATES:
    - Rather than IET class, PAAS Med English class will be a vocational English class: the expectation will be that students who take this class could then take Medical Terminology at MVLA or FUHSD and/or be ready for a job (Atria ?)
    - Will visit FUHSD Medical English class on April 22
    - Administered student interest survey: ~ 18% of current students expressed interest in a Medical English for Employment class
    - Class to be offered in afternoon and/or evening
    - Next steps: observe class, develop/obtain curriculum, recruit teacher
- Probably no state-supported summer school  
College info: May 6, visit from Foothill and DeAnza to Cubberley and Paly

**Consortium / Annual Plan Updates (11:45am-12:00pm)**

## **Consortium Updates (11:45 – 11:50am)**

- How is outreach going for the ELL Pathway (next TST meeting 4/24)
- Conferences:
  - CCAE May 9-11 (Anaheim) (Jenée going)
  - CCCAOE Sacramento (Association of Occupation Educators) April 24 – 26, 2024 (Randy going)
  - CASAS Institute
- Teaching Credential Check In:
- Legislation
  - CAEAA Maxims/Position on LAO's Funding Report (note: changing model for CAEP funds in the works for future - state budget not strong at the moment) - hard to determine which maxims important as each school will have different perspective
  - CAEAA created a calculator to show where agencies/consortias' funding would be now if the LAO's recommendations were passed by the State.
    - Interactive Formula Directions
    - video
  - End of Year Adult Ed Legislation
- Finishing Your Diploma Campaign Toolkit

---

## **Annual Plan Updates (11:50-12:00)**

### **Project Teams**

- #3.1A: Articulation Projects: Randy & Teresa
  - De Anza working on Terminology class, align instructors, part of credit for prior learning (state mandated) and finalizing MOU to pay instructors as adjuncts
  - Foothill: We have identified a faculty member to work on this in the summer. Our plan then is to get curriculum from MVLA & FUHSD for her to review. We can set up meetings thereafter to discuss if it articulates or what else needs to be done to articulate it.
    - Emailed MVLA/FUHSD Mission articulation agreements.
    - Can we also provide curriculum (templates and outlines should be ready)
- # 2.1A: Healthcare Pathway:
  - TST team is working on outreach, enrollment, and student support
  - English Language Learner Healthcare Pathways Grant
    - Spoke with Karen 1/29- proved potential shifts. Review at HC pathway Team meeting 1/31. Follow up meeting scheduled 2/1 @ 3pm. ATRIA NOTES

Med Terminology class possible for dual enrollment if instructors meet credentials/qualifications

## TST

- #3.1C: Increase Students Access & Participation in CTE Pathways:
  - *Student Interest Survey results (maybe better to survey in spring and fall to cover different student needs at the time)*
  - *This is part of the data and LB discussion on the TST*
  - *College Application Workshop should be closer to start date*
- #3.2A: Transition Services at the AS and Onboarding Support at the CC
  - *Calendaring is going well (TST Calendar)*
- #2.1B: Increase the Targeted Academic Support
  - *TST Team has started working on this in February*
  - *Base info in past COUN5 & ECE cohorts*
    - *COUN5 is on the books for May 30<sup>th</sup> to June 15th*
    - *Need to save seats by 5/13 (priority registration) for Adult Ed Cohort C5*
    - **COUN 5 Timeline**
      - **Friday, March 21:** College Provide Class Info Flier to Adult School
      - **Friday, April 25th:** Open spots for other adult schools if they haven't filled their 12 spots.
      - **Friday, May 3th:** Determine if the adult schools collectively have at least 20 students and share this information with community college.
      - **Friday, May 17th:** Dual Enrollment forms due.
      - **Friday, May 17th:** Send a list of students from each adult school to the community college so they can add the students to the Counseling 5 course (these students will already be approved for dual enrollment)

## Data Team

- #1.2A: Adult School & College Data Input Alignment
  - *ESL, CTE, ASE done- updates on how implementation went at data team meeting 1/30*
- #1.2C: Track Transition Data with PC & Support Seamless Student Transitions
  - *LB and Data Team to meet April 15 @3-4:30 – worked on Data Vision: Persistence & Progress*